

RECORDS MANAGEMENT DIVISION
 VITAL MATERIALS REPORT FOR WEEK ENDING - 27 August 1954

1. TYPES OF MATERIAL

	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	.8	.5	175.7
Maps	0	0	47.5
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	.8	.5	352.6
B. (Measured by actual count)			
Cards (IBM)	61,565	69,190	3,993,885
Film (Reels) 35mm	11	37	5,556
Film (Reels) 16mm	0	0	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	31
	37

3. ACTIVITY OF OFFICE PROGRAMS

***A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb 52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules are to be Established	9
D. Offices Depositing This Week	12
E. Offices Delinquent in Depositing	2
(No deposit in last 30 days)	
Director's Office - No deposit since 18 June 1954	
DD/I - No deposit since establishment of schedule on 11 May 1954	

- * Material not accessible to Repository personnel.
 ** One of two cabinets not accessible to Repository personnel.
 *** The liquidation of the Office of Intelligence Coordination necessitated the reduction of total offices from 21 to 20.